

Standard Form 172
Amendment to Application for Federal Employment

Read the instructions before you complete this amendment. Type or print clearly in dark ink.

- You may use this form to update your Application for Federal Employment (SF 171) if you have had 2 or fewer new jobs since you completed your last SF 171.
You must submit a new SF 171 if you have previously updated your application or have three or more new jobs.
Federal agencies must accept your previously completed SF 171 as current when this form or a signed photocopy is attached.

GENERAL INFORMATION

1 Reason for updating SF 171 (Check one)
To update my SF 171 for (indicate position title or announcement number):
To update the SF 171 in my Official Personnel Folder.
To update the attached SF 171. As requested
3 Birth date (Month, Day, Year) 4 Social Security Number
5 What is the lowest pay or grade you will accept? (You will not be considered for jobs which pay less than you indicate.)
Pay \$ per OR Grade
6 Name on SF 171 being amended, if different from 2
7 May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO", and we need to contact your present employer before we can offer you a job, we will contact you first.

WORK EXPERIENCE If you have no new work experience, write "NONE" in A below and go to 9 on the back.

8 Describe your current or most recent job or volunteer experience in Block A and work backwards, describing up to 2 periods of experience not on your SF 171.
If you were unemployed for longer than 3 months, list the dates and your address(es) at that time in 10.
A Name and address of employer's organization (include ZIP Code, if known)
Dates employed (give month, day and year)
From: To:
Salary or earnings
Starting \$ per
Ending \$ per
Average number of hours per week
Number of employees you supervise
Your reason for wanting to leave
Your immediate supervisor
Name Area Code Telephone No.
Exact title of your job
If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

<b>B</b> Name and address of employer's organization <i>(include ZIP Code, if known)</i>	Dates employed <i>(give month, day and year)</i>		Average number of hours per week	Number of employees you supervised
	From:	To:		
	Salary or earnings		Your reason for leaving	
Starting \$		per		
Ending \$		per		
Your immediate supervisor			Exact title of your job	
Name	Area Code	Telephone No.	If Federal employment <i>(civilian or military)</i> list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

OTHER CHANGES OR ADDITIONS AND ADDITIONAL SPACE

<b>9</b> Does any other information on your SF 171 need updating <i>(for example, telephone number, education, or special skills)</i> ?	YES	Provide updated information in 10.
	NO	Go to 11 and 12.

**10** Write the number to which each answer applies. **If you need more more space**, use sheets of paper the same size as this page. On each sheet write your name and Social Security Number. Attach all sheets to this form.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

**YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- A false statement on any part of your application may be grounds for not hiring your, or for firing you after you begin work. Also you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).
- **I understand** that any information I give may be investigated as allowed by law or Presidential order.
- **I consent** to the release of information about my ability and fitness for Federal employment *by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialist, and other authorized employees of the Federal Government.*
- **I certify** that, to the best of my knowledge and belief, **all** of my statements are true, correct, complete, and made in good faith.

<b>11</b> SIGNATURE <i>(Sign in dark ink)</i>	<b>12</b> DATE SIGNED <i>(Month, Day, Year)</i>
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